

C O N F I D E N T I A L

## PROCUREMENT MANAGEMENT STAFF, OL

## WEEKLY REPORT

Week Ending 10 May 1988

by PMS/OL (when)

Sent 10 May

1. Status of Tasks Assigned by Senior Management:

yes  
25X1 A package was prepared in response to the bid protest filed by Centel Business Information Systems, Inc., with the General Accounting Office (GAO) and has been delivered to GAO and to the attorney representing Centel. [ ]

2. Major Events That Have Occurred During the Preceding Week:a. Automation Activity

25X1 (1) [ ] visited the Office of Research and  
25X1 Development (ORD) and was briefed by [ ] on  
the new workload tracking/status system a consultant is  
developing for her contract team. This is an excellent  
initiative on her part and is part of a bigger effort by ORD to  
automate activities of its project officers. As the Office of  
Logistics (OL) pushes on with its automation of the contract  
teams, it may be able to take advantage of some of this early  
design work. As of now, ORD plans to provide MacIntosh  
computers to its contract team; we should work closely with ORD  
to assure compatibility with the automation planned by OL for  
all contract teams. [ ]

25X1 (2) The Contract Team Automation Working Group met 5 May to  
25X1 discuss a draft of the final report. The Working Group expects  
to make a revised draft available for management review by about  
19 May. [ ]

25X1 b. CONIF input 198 contracts and 96 amendments into its system  
during this reporting period. [ ]

25X1 c. The Chief, PMS/OL attended a meeting of the Procurement  
Policy Panel on 9 May. Among the topics discussed was the  
initiative to expedite quick closeout procedures for Agency  
contracts under \$100,000. [ ]

25X1 d. On 5 May, the Chief, Procurement Management Staff (OL/PMS)  
and [ ] addressed the Logistics Support Course. [ ]



SUBJECT: OL/PMS Weekly Report for the Period Ending 10 May 1988

25X1 e. [ ] (Information and Management  
Support Staff) are continuing to coordinate and implement a new  
schema for the NOMAD database that will consist of procurement  
25X1 personnel assignments, grade, training records, etc., This database  
25X1 will eliminate the redundant documents now retained on the Wang word  
processor in OL/PMS. In the meantime, [ ] met  
25X1 with the Chief, PMS/OL and [ ] to present this new  
plan for the NOMAD database. As a result of this meeting, a field  
25X1 for Office of Training and Education numbers and a few other  
suggestions will be added to the schema. [ ]

25X1 f. A new publication that will provide guidance to OL/PMS and  
the contract teams on Government-furnished property (GFP) has been  
ordered for placement in the OL/PMS Resource Center. This  
publication, entitled "Federal Property Management Regulations",  
prescribes regulations, policies, procedures, and delegations of  
authority pertaining to the management of GFP, records, and other  
programs and activities administered by the General Services  
Administration, except procurement and contract matters contained in  
25X1 the Federal Acquisition Regulations. [ ]

3. Upcoming Events:

25X1 OL/PMS will continue to keep management apprised of any  
significant upcoming events. [ ]

4. Management Activities and Concerns:

25X1 OL/PMS welcomes the addition of [ ] to its staff.  
25X1 [ ] a returning summer-only employee, will be reporting for  
25X1 work on 16 May. This will be the third summer that [ ] has worked  
25X1 in OL/PMS. [ ]

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